

# VRIS UPDATE

## **Program Manual Chapters Revised Due to the Reclassification of Area Administrators Effective March 11, 2010 Number 255**

### **SUMMARY OF UPDATES**

With the reclassification of the Area Administrator position to an Office Director II position, several Program Manual Chapters have been revised to remove all reference to an Area Administrator that do not relate to Rule 72. The following chapters were revised.

[Individualized Plan for Employment](#)

[IPE Amendments](#)

[Staff Roles](#)

[Client Assistance Program](#)

[Annual Review](#)

[Confidential Consumer Electronic Information](#)

Among these 6 chapters, only the IPE Amendments chapter contains additional revision language pertaining to the amending of the IPE before the consumer accepts a job, takes a job that is different than the job goal on the IPE, and when terminating a team or community service. The language does not change the processes; the revision adds clearer instructions on the processes.

### **TEAM COMMUNICATION**

Teams should review and discuss together the IPE Amendments Chapter. It would be a good review of when an IPE amendment is required and how to complete the amendment.

### **LEADERSHIP CONTACT**

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